



# Department of Defense DIRECTIVE

NUMBER 4525.6

May 5, 1980

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ASD(MRA&L)

SUBJECT: Single Manager for Military Postal Service

- References: (a) DoD Directive 4525.5, "Postal Operations and Related Services," March 20, 1978 (hereby canceled)
- (b) [DoD Directive 5025.1](#), "Department of Defense Directives System," November 18, 1977
- (c) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976
- (d) through (q), see enclosure 1

## 1. PURPOSE

1.1. This Directive establishes a single manager for military postal matters for the Department of Defense, replaces reference (a), and improves the effectiveness and economy of the Military Postal Service (MPS) by integrating operating and transportation policy under one Agency.

1.2. This Directive authorizes the publication of DoD 4525.6-M, a single postal manual for the Department of Defense, under the provisions of reference (b).

## 2. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies (hereafter referred to as the "DoD Components"), and other Government Agencies when they use the MPS. As used in this Directive, the term "Military Service" refers to the Army, the Navy, the Air Force, and the Marine Corps, and the Coast Guard (under agreement with the Department of Transportation).

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

### 4. POLICY

It is the policy of the Department of Defense that there shall be a single manager of the MPS, who shall operate under the broad policy guidance of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (ASD(MRA&L)) in behalf of the DoD Components.

### 5. RESPONSIBILITIES

5.1. The Secretary of the Army is designated the single manager of the MPS and shall:

5.1.1. Establish and organize the Military Postal Service Agency (MPSA) as a jointly staffed headquarters located in the National Capital Region, and establish other field activities, when required.

5.1.2. Designate a general officer (or equivalent civilian grade) to be the Executive Director, MPSA.

5.1.3. Act as functional director for APO/FPO mail (official and personal) with responsibility for the development of policy and the monitoring of all overseas mail transportation costs. The programing, budgeting, and obligating of funds for overseas mail transportation will continue to be the responsibility of each Military Service.

5.2. The Executive Director, Military Postal Service Agency, shall:

5.2.1. Operate under the authority of this Directive or when otherwise directed by the ASD(MRA&L).

5.2.2. Be the single point of contact with the U.S. Postal Service (USPS) and other Government Agencies on policy and operational MPS matters.

5.2.3. Negotiate with the USPS for changes to the USPS-DoD Postal Agreement as it relates to the operation of the MPS (enclosure 4).

5.2.4. Furnish policy guidance for compliance with the USPS-DoD Postal Agreement (enclosure 4).

5.2.5. Coordinate with the DoD Components to establish and implement uniform worldwide postal practices and procedures.

5.2.6. Publish a single DoD Postal Manual.

5.2.7. Require the DoD Components to plan, program, and budget their proportionate share of anticipated Military Post Office (MPO) mail cost.

5.2.8. Plan, program, and budget for the operation of the MPSA and its field activities.

5.2.9. Provide technical support and monitorship for command postal operations of the Military Services in overseas areas.

5.2.10. Command and operate single offices with joint staffing, to serve as a liaison with the USPS, at mail concentration centers within the Continental United States (CONUS).

5.2.11. Coordinate an integrated network of major military mail distribution and transportation facilities in overseas areas.

5.2.12. Establish, as necessary, joint postal supply and equipment distribution facilities in the CONUS and overseas areas.

5.2.13. Arrange for representation of the Department of Defense in military mail transportation proceedings before the Civil Aeronautics Board and in MPS matters before the Postal Rate Commission.

5.2.14. Develop, establish, and operate an integrated information data system, in accordance with the provision of DoD Directive 5000.19 (reference (c)), to support the mission of the MPSA and the OSD. In developing the data system, standard data elements and codes should be used in accordance with the policies of DoD Directive 5000.11 (reference (d)). Any new data elements and codes should be registered with the Office of the Assistant Secretary of Defense (Comptroller).

5.2.15. Develop coordinated legislative proposals to ensure efficient and economical postal service to all DoD Components.

5.2.16. Propose coordinated changes in MPS user policy to the ASD(MRA&L).

5.2.17. Coordinate the development of Joint Uniform Military Postal Manning Standards.

5.2.18. Consistent with the provisions of DoD Directive 5000.19 (reference (c)) and DoD Directive 5000.11 (reference (d)), prepare and submit reports to the ASD(MRA&L) to be used as a basis for the formulation of management policies and decisions.

5.2.19. Provide military postal transportation planning support to the DoD Components in support of the plans of the Joint Chiefs of Staff (JCS) and other military operations, in coordination with the transportation operating agencies.

5.2.20. Coordinate the development of an integrated program for training postal personnel from the Military Services.

5.2.21. Develop policy for and process postal claims made against the Military Services by the USPS.

5.2.22. Develop policy for and monitor investigation of depredation of mail in the MPS.

5.2.23. Coordinate the establishment and disestablishment of MPOs.

5.2.24. Ensure that MPOs comply with postal arrangements made with sovereign foreign governments.

5.2.25. Be the single point of contact with the DoD executive agent for customs on matters relating to the MPS (DoD 5030.49-R, reference (e)).

5.2.26. Coordinate with the DoD Components to establish and publish DoD policy for an official mail cost control program.

5.2.27. Monitor the responsiveness of the MPS and the USPS as they impact on the uniform performance standards of service as stated in DoD Instruction 4410.6 (reference (f)), and take required corrective action.

5.2.28. Establish liaison with the transportation operating agencies.

5.3. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) shall:

5.3.1. Provide policy guidance and direction in carrying out the provisions of this Directive. In establishing policies, the ASD(MRA&L) shall coordinate with other elements of the OSD.

5.3.2. Establish guidelines concerning use of the MPS by the DoD Components, other Government Agencies, and non-Government organizations (enclosure 3).

5.4. The Secretaries of the Military Departments shall:

5.4.1. Command and operate postal facilities not assigned to the MPSA.

5.4.2. Recommend to the Executive Director, MPSA, policies and procedures to be implemented by the MPSA in carrying out postal operations.

5.4.3. Issue internal instructions for the control and use of official mail entered into the USPS civil postal system or the MPS.

5.4.4. Provide required military personnel to staff the Headquarters, MPSA, and its field activities.

5.4.5. Transfer to the MPSA the required civilian spaces (grade and job series to be specified by the single manager) and funds necessary to establish the Agency.

5.4.6. Disestablish headquarters' functions pertaining to MPS matters.

5.4.7. Program, budget, and obligate for their overseas military mail transportation requirements, in coordination with the Executive Director, MPSA.

5.5. The Heads of DoD Components shall:

5.5.1. Fund and manage official mail programs.

5.5.2. Provide information, in accordance with the provisions of DoD Directive 5000.19 (reference (c)) and DoD Directive 5000.11 (reference (d)), and assistance that may be needed by the Single Manager or the Executive Director, MPSA, to carry out the assignments outlined in this Directive.

## 6. RELATIONSHIPS

The Single Manager, MPSA, shall:

6.1. Have direct working relationships with the Military Services, the DoD Components, the USPS, and other Executive Agencies.

6.2. Have direct coordination with the Unified and Specified Commands and the Military Services on MPS support and operations.

6.3. Coordinate communications with Military Service installations and Headquarters USPS on policy matters involving local postmaster (USPS) support.

## 7. LIMITATIONS

The Single Manager, MPSA, may not:

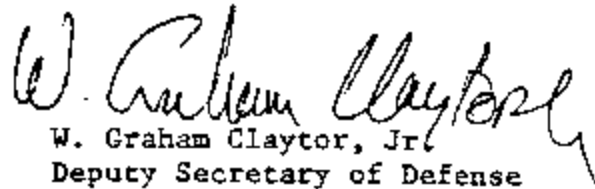
7.1. Integrate other than postal functions into the MPSA without the approval of the ASD(MRA&L).

7.2. Integrate the MPSA with any other assigned single manager responsibilities unless approved by the ASD(MRA&L).

7.3. Be responsible for operating installation postal services within CONUS or any other area serviced by the USPS.

8. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.

  
W. Graham Claytor, Jr.  
Deputy Secretary of Defense

Enclosures - 4

- E1. References, continued
- E2. Definitions
- E3. Use of the Military Postal Service
- E4. Postal Agreement between the U.S. Postal Service and the Department of Defense

E1. ENCLOSURE 1

REFERENCE, continued

- (d) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (e) DoD 5030.49-R, "Customs Inspections," May 27, 1977
- (f) DoD Instruction 4410.6, "Uniform Materiel Movement and Issue Priority System (UMMIPS)," February 18, 1971
- (g) [DoD Directive 1330.5](#), "American National Red Cross," August 16, 1969
- (h) [DoD Directive 1330.12](#), "United Service Organization, Inc.," April 4, 1979
- (i) DoD Directive 1000.10, "Credit Unions Serving DoD Personnel," September 11, 1979
- (j) [DoD Directive 1000.11](#), "Banking Offices on DoD Installations," October 1977
- (k) DoD Instruction 2010.1, "Support of International Military Activities," July 23, 1973
- (l) Part 135, United States Postal Service Domestic Mail Manual
- (m) DoD Directive 4000.19, "Basic Policies and Principles for Interservice, Interdepartmental and Interagency Support," March 27, 1972
- (n) [DoD Directive 1330.16](#), "United Seamen's Service (USS)," July 10, 1971
- (o) [DoD Instruction 1330.7](#), "Visits of Civilian Religious Leaders to Military Installations in Overseas Areas," April 26, 1974
- (p) [DoD Instruction 1330.13](#), "Armed Forces Professional Entertainment Program Overseas," June 5, 1978
- (q) Title 39, United States Code



## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Continental United States. The 48 contiguous States and the District of Columbia.

E2.1.2. Military Postal Service. The command, organization, personnel, and facilities established to provide, through military post offices, a means for the transmission of mail to and from the Department of Defense, members of the Armed Forces, and other authorized agencies and individuals.

E2.1.3. Military Postal Service Agency. The single manager operating agency established to manage the MPS.

E2.1.4. Military Post Office. A branch of a designated U.S. civilian post office established by authority of the Postal Service and operated by one of the Military Departments. The term includes Army or Air Force Post Offices, Navy Post Offices, and such Coast Guard Post Offices as may be established.

E2.1.5. Official DoD Mail. Mail bearing the printed words "Postage and Fees Paid," the name of the DoD Component, and the DoD Component's code number in the upper right corner; and bearing the words "Official Business, Penalty for Private Use, \$300," in the upper left corner under the DoD Component's address; or mail with metered postage paid by DoD Component funds.

E2.1.6. Postal Service. The U.S. Postal Service, an independent establishment of the Executive Branch of the Government of the United States, established under the authority of Title 39, United States Code, to provide postal services to the people of the United States.

### E3. ENCLOSURE 3

#### USE OF THE MILITARY POSTAL SERVICE

##### E3.1. POLICY GUIDANCE ON USE OF THE MILITARY POSTAL SERVICE (MPS)

E3.1.1. The U.S. Postal Service (USPS) has a statutory obligation to provide prompt, reliable, and efficient postal service to the entire population of the United States, its territories, and possessions. The MPS is an extension of the USPS beyond the boundaries of U.S. sovereignty and must provide full postal services, as nearly as practicable, for all DoD personnel overseas where there is no USPS available. Organizations and personnel authorized the use of the MPS will not serve as intermediaries for any person or organization not specifically authorized such service. Military postal operations are the responsibility of the Department of Defense.

E3.1.2. The Secretaries of the Military Departments will furnish postal support to DoD Agencies and individuals designated herein, within the limitations described. Actions which would result in the total loss of the MPS to U.S. military personnel must be coordinated with the ASD(MRA&L) after mutual agreement among the Military Departments.

E3.1.3. International agreements made to permit the establishment of military postal facilities usually provide for the use of those facilities by the U.S. Armed Forces and certain supporting civilian agencies within the host country. Therefore, an MPS facility established in a foreign country pursuant to this Directive may service U.S. Armed Forces and other authorized organizations and personnel outside the host country only in the absence of objection by the host country.

##### E3.2. POSTAL SERVICE USERS

E3.2.1. Service for DoD Personnel and Organizations. The following organizations and personnel outside CONUS are authorized the use of the MPS:

E3.2.1.1. DoD organizations, units of the Armed Forces of the United States, members of the Armed Forces (on active duty) and their accompanying dependents.

E3.2.1.2. U.S. citizen employees of DoD organizations and their accompanying dependents, only where there is no USPS service available.

E3.2.1.3. Dependents of U.S. military sponsors when the dependents have elected to live in a particular foreign country while the sponsor is serving an unaccompanied tour elsewhere overseas, provided such use is not precluded by the host government.

E3.2.1.3.1. Dependent high school children of personnel authorized use of military postal services overseas, who are separated from their sponsors in order to attend high school overseas, are authorized the same MPS use they would be authorized if accompanying their sponsor. This privilege is granted, provided the U.S. Government cannot provide schooling for them at their sponsor's duty station and in the absence of objection by the host governments concerned.

E3.2.1.3.2. The Dependent Mail Section, established to serve Philippine citizens who are residing in the Philippines and who are dependents of U.S. military personnel stationed outside the Philippines, is limited by agreement with the Philippine Government to the sending and the receipt of letter mail, books, newspapers, and magazines. No parcel of any class may be mailed to the Dependent Mail Section.

E3.2.2. Service for Related Organizations. DoD-related organizations, which support a DoD mission, their U.S. citizen employees, and accompanying dependents are authorized the use of the MPS outside the CONUS only where there is no USPS.

E3.2.2.1. DoD nonappropriated fund activities.

E3.2.2.2. DoD-operated dependent schools.

E3.2.2.3. The American Red Cross, when established under the provisions of DoD Directive 1330.5 (reference (g)).

E3.2.2.4. United Service Organizations, Inc., when established under the provisions of DoD Directive 1330.12 (reference (h)).

E3.2.2.5. Overseas military banking facilities and DoD overseas credit unions, as designated by the Assistant Secretary of Defense (Comptroller) under DoD Directives 1000.10 and 1000.11 (references (i) and (j), respectively). The use of the MPS shall be limited to those transactions emanating from official operations for the benefit of the military installations and their personnel. All such mail entered into the MPS shall bear appropriate postage.

E3.2.2.6. International military commands and agencies of the North Atlantic Treaty Organization, as specified in DoD Instruction 2010.1 (reference (k)), for official mail only.

E3.2.2.7. Masters and civilian crews of Military Sealift Command nucleus fleet ships; and merchant ships operating for the account of the Military Sealift Command, including contract-operated, time-chartered, consecutive-voyage-chartered, and General Agency Agreement vessels, under conditions prescribed by the Military Departments.

E3.2.2.8. U.S. citizen correspondents and public information agencies who have been accredited by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) and approved by the overseas unified commander, or by the overseas unified commander when an ASD(PA) accreditation program is not in operation.

E3.2.2.9. Foreign military nationals on duty or training with a U.S. military organization or unit. These individuals may utilize the military postal facilities for purchase of stamps. Receipt and dispatch of mail to and from their home country will be addressed the same as if they were in their home country.

E3.2.3. Service for Overseas Reserve Units, Members of Overseas Reserve Units and Individual Ready Reservists. Use of the MPS by subject individuals and units will be limited to official correspondence between the Reservists and Reserve units, their CONUS headquarters, and Service schools. The use of official indicia will be required for all correspondence. This extension of the MPS will be granted only in the absence of objection by host countries.

E3.2.4. Service for Retired Military Personnel. Retired personnel of the U.S. Armed Forces and their accompanying dependents are authorized the use of the MPS only where there is no USPS, provided such use is not precluded by the host government and the inclusion of this category will not overburden the MPO facility and its manpower capability. Parcel mail privileges are limited to those parcels weighing less than 1 pound. Once such service is granted, it may be withdrawn only with the concurrence of military postal authorities at Departmental level. Military Postal Service mailing privileges for legally blind retirees will be identical to those provided for the legally blind in part 135 of United States Postal Service Domestic Mail Manual (reference (l)).

E3.2.5. Service for Other U.S. Government Agencies. Such organizations and their U.S. citizen employees and accompanying dependents may be authorized the

privileges of the MPS, from existing MPOs, outside the CONUS where there is no USPS, when the facilities and manpower are available to perform the additional workload and in the absence of objection by the host government. When authorized, the Department or Agency concerned will reimburse the appropriate Military Department with transportation costs incident to providing these services for or in care of that Department or Agency, based on criteria developed by the Office of the Secretary of Defense and administered by the Military Departments in accordance with DoD Directive 4000.19 (reference (m)).

E3.2.6. Service for Contractors. Contractors may be authorized the privilege of the MPS in support of U.S. Forces and DoD activities outside the CONUS only where there is no USPS, as follows:

E3.2.6.1. U.S. contractors providing goods or services in direct support of DoD activities, their U.S. citizen employees, and accompanying dependents. Postal support will be limited to the country in which the contractor is performing and to the extent set forth in the contract. Contracting agencies must limit the extent of postal support to that which meets the approval of the appropriate major overseas commander and the Military Department concerned. The provisions for postal support in such contracts will be reviewed and approved by the Military Department concerned prior to the establishment of the service, following the specific recommendation of the overseas commander.

E3.2.6.2. U.S. contractors providing goods or services to a foreign government through the Department of Defense under the provisions of Foreign Military Sales (FMS) agreements, their U.S. citizen employees and accompanying dependents. MPS service will be provided only when the appropriate major overseas commander determines, and the appropriate Military Department concurs, that the local civil postal service has a detrimental effect on the ability of the contractor to fulfill the contract. The MPS will be fully reimbursable by the host country or the contractor; will be provided only when the service will not increase the MPS manpower and facility requirements; and will be limited to the country in which the contractor is performing and to the extent set forth in the contract. Contracting agencies will submit the foregoing information to the appropriate overseas commander for concurrence and recommendation to the appropriate Military Department Headquarters, prior to executing the contract. Existing contracts will be subject to this provision, when scheduled for renewal, by appropriate DoD authorities or within 1 year of the date of this Directive, whichever is earlier.

E3.2.7. Service for Other Organizations/Individuals. The following organizations and personnel may be authorized the privileges of the MPS outside the CONUS only

where there is no USPS, to the extent that existing MPS facilities and personnel of the command permit, provided the major overseas commander determines, and the appropriate Military Department concurs, that local civil postal service is inadequate and in the absence of objection by the host government.

E3.2.7.1. United Seamen's Service and their U.S. citizen employees, when established in overseas areas, under the provisions of DoD Directive 1330.16 (reference (n)).

E3.2.7.2. U.S. Federal employee organizations at overseas bases for the conduct of labor union business.

E3.2.7.3. U.S. universities and colleges operating in overseas areas by authority of the Secretaries of the Military Departments to provide education to members of the Military Services, their U.S. citizen employees, and accompanying dependents.

E3.2.7.4. U.S. nonprofit, service, social, civic, and fraternal-type organizations and accompanying dependents, which are primarily established to serve DoD military and civilian personnel in overseas areas.

E3.2.7.5. U.S. civilian religious representatives or religious groups visiting overseas commands in the interest of and to assist the U.S. Forces, provided such persons have obtained an official invitation to travel, and their accompanying dependents, as specified in DoD Instruction 1330.7 (reference (o)).

E3.2.7.6. U.S. celebrities and entertainers, athletic clinic instructors, and representatives of educational institutions or other social agencies, whose purpose is to provide a service to the U.S. Armed Forces, provided such individuals have been officially invited to travel overseas, and their accompanying dependents, under provisions of DoD Instruction 1330.13 (reference (p)).

#### E3.2.8. Service for Foreign Organizations

E3.2.8.1. Upon request of the foreign government concerned, foreign military units serving with the U.S. Armed Forces may be authorized to transmit closed mail to and from the foreign country concerned through U.S. Military Postal channels when international postal facilities are inadequate, provided the mail is transported at the requesting country's expense.

E3.2.8.2. Personnel on vessels under U.S. Navy operational control being transferred to foreign governments under military assistance programs may be authorized to use the MPS while enroute to their home country.

E3.2.8.3. Other allied warships participating in U.S. naval maneuvers or operating in U.S. waters may be authorized to use the facilities of the Navy Postal Service for receiving closed mail on request, provided that the mail is transported at the requesting country's expense to or from the appropriate Fleet Post Office.

E3.2.9. Privileges During Hostilities. In the event of national emergency, hostilities, or occupation, all U.S. citizens in the overseas area affected may be authorized use of the MPS by the Military Department concerned, after coordination with the other Military Departments and with the concurrence of the ASD(MRA&L), under the following conditions:

E3.2.9.1. The cognizant major overseas commander of the Military Service concerned must determine that international postal service is not available in the affected area, or is inadequate.

E3.2.9.2. The service must be limited to letter mail, including postcards and voice recordings having the character of personal correspondence.

E3.2.9.3. The privilege must be withdrawn as soon as the emergency or hostilities cease and adequate international mail service again becomes available.

E3.2.10. Exceptions to User Policies. Requests for authority for persons and organizations, not enumerated above, to use the MPS in time of peace, or requests for exceptions to the above, must be submitted to the appropriate Military Department Headquarters. The Military Department concerned will recommend approval or disapproval of each request and provide an overall assessment of impact to the ASD(MRA&L). Each of the following criteria must be met for an exception to be granted.

E3.2.10.1. It will assist substantially or is essential to the accomplishment of the U.S. Government mission in the areas served by the MPS concerned.

E3.2.10.2. It is not precluded by the terms of any agreement between the United States and host governments.

E3.2.10.3. It will not place the privileges and immunities of the U.S. Forces in jeopardy.

E3.2.10.4. It will not increase the manpower or facilities requirements of the MPO concerned. In the case of non-DoD Federal Agencies to be served on a reimbursable basis, MPS support may be provided if the additional manpower and facilities required are readily available. Subsequent growth of service requirements, or reduction, or closing of the MPS facility, is cause to limit or terminate the privilege.

E3.2.10.5. There is no USPS facility available, as determined by the appropriate Military Departmental headquarters, in the area in which the applicant for service is located.

E3.2.10.6. It will not result in the U.S. Government assuming costs that are the responsibility of the host country, a non-U.S. Government agency, or individuals, except when full reimbursement is made by the beneficiaries or when it is necessary to the health of U.S. citizens under emergency conditions, as determined by the major overseas commander in the area.

E3.2.10.7. It will not adversely impact on the quality of service provided to DoD activities, active duty military personnel, or U.S. citizen employees of DoD organizations or related activities and their accompanying dependents.

E3.2.11. Unauthorized MPS Users. The following organizations and individuals are among those that will not be provided use of the MPS:

E3.2.11.1. The Peace Corps or its personnel. (This prohibition was requested by the Director of the Peace Corps.)

E3.2.11.2. Concessionaires of nonappropriated fund activities.

E3.2.11.3. Political organizations. This does not prohibit direct-mailing of political campaign material to individuals authorized the use of the MPS, provided it is not material for distribution on or off the military installation.

E3.2.11.4. Non-DoD tuition-fee schools.

E3.2.11.5. Nonappropriated fund activities of non-DoD agencies, such as employee cooperatives.

E3.2.11.6. Non-DoD contractors.

E3.2.11.7. Individuals, whether otherwise entitled to such service or not, for business or commercial purposes.



Note: Existing military postal service to any individual or organization listed above will be terminated within 180 days from the date of this Directive.

E3.2.12. Withdrawal of Limitations on Service

E3.2.12.1. At least 90 days' advance notice of withdrawal of service, incident to review of postal operations, will normally be given to authorized organizations and individuals, except when MPS privileges are withdrawn by the host government or because of other conditions beyond the control of the Department of Defense.

E3.2.12.2. Limitations on service to authorized organizations and individuals may be made by installation commanders, following coordination with appropriate postal authorities of the Military Department concerned, based upon a review of facility and manpower limitations and provided at least 90 days' advance notice is given to those affected.

E3.2.12.3. Installation commanders may limit, suspend, or revoke MPS to non-DoD organizations or individuals for intentional or persistent abuse of postal privileges only after appropriate coordination with the Military Department concerned. Appropriate disciplinary measures will be used to control such abuses on the part of DoD personnel and their dependents.

E3.2.12.4. Postal privileges for dependents of all categories of authorized MPS users normally will be withdrawn 90 days subsequent to the departure of the sponsor when the dependent remains outside the United States, its territories or possessions, or when sponsorship is terminated for any other reason.

Attachments - 1

E3.A1. Free Postage Provisions

E3.A1. ATTACHMENT 1 TO ENCLOSURE 3

FREE POSTAGE PROVISIONS

E3.A1.1.1. Under the provisions of 39 U.S.C. 3401 (reference (q)), letter mail, or sound-recorded communications having the character of personal correspondence, will be carried at no cost to the sender when:

E3.A1.1.1.1. Mailed by:

E3.A1.1.1.1.1. A member of the U.S. Armed Forces on active duty at any U.S. Military Post Office in an overseas area designated by the President in accordance with reference (q). Mobile units that do not have post offices may dispatch FREE mail originating in a combat zone through postal facilities located outside the combat zone, when necessary.

E3.A1.1.1.1.2. Any member hospitalized in a facility under the jurisdiction of the Armed Forces of the United States as the result of disease or injury incurred as a result of service in an overseas area designated by the President, in accordance with reference (q).

E3.A1.1.1.2. Addressed to:

E3.A1.1.1.2.1. A place within the delivery limits of a U.S. post office (including Puerto Rico or any possession of the United States).

E3.A1.1.1.2.2. Any Army, Navy, or Air Force post office.

E3.A1.1.1.3. Bearing:

E3.A1.1.1.3.1. The word "FREE" in the upper right corner of the address side, in the handwriting of the sender; and

E3.A1.1.1.3.2. The name and grade of the sender, and complete military address in the upper left corner of the address side.

E3.A1.1.2. Matter mailed under this Free Mail provision may not be registered, insured, or certified; however, it may be accepted as special-delivery mail upon payment of the required fee.

E4. ENCLOSURE 4

POSTAL AGREEMENT BETWEEN  
THE UNITED STATES POSTAL SERVICE AND  
THE DEPARTMENT OF DEFENSE

I. PURPOSE In recognition of the need for providing coordinated and efficient postal services for the Armed Forces in time of peace, war, or national emergency, and during maneuvers, the Department of Defense and the United States Postal Service consider it appropriate to enter into the following agreement setting forth their respective responsibilities.

II. DEFINITIONS Terms used in this Agreement are defined in Appendix A.

III. POLICY

A. The Military Postal Service is operated as an extension of the United States Postal Service as authorized by 39 U.S.C. 406.

B. The Department of Defense and the Postal Service agree to attempt to furnish mail service to the military equal to that provided the civilian population in the United States.

C. The Department of Defense and the Postal Service affirm the importance of the national goal of energy conservation, and both parties resolve to minimize energy expenditure while conducting military postal operations.

IV. RESPONSIBILITIES

A. The Department of Defense agrees to:

1. Maintain and operate military post offices in support of Armed Forces operations and personnel at locations outside the United States, or inside the United States where the Military situation requires;

2. Ensure that each military post office that provides postal financial or accountable mail services or exchanges incoming and outgoing mail directly with carriers is supervised by at least one qualified, on site, military member of the Armed Forces;

3. Administer the military postal service in accordance with law, with policies and regulations of the Postal Service, and with consistent implementing directives of the Department of Defense;

4. Arrange with foreign governments to permit military post offices to be established and military postal operations to be conducted in foreign countries;

5. Furnish information required by the Postal Service to provide efficient postal services to authorized personnel and units;

6. Establish and operate mail control activities at principal locations used by the Postal Service to receive and dispatch military mail and to provide information to distribute and dispatch mail for overseas and maneuver forces, ships, and other mobile units;

7. In time of war or national emergency, assist or supplement Postal Service operation of bulk mail centers, postal concentration centers, and airport mail facilities;

8. Establish and operate mail control activities at military aerial ports to receive outgoing military mail from the Postal Service for dispatch via military air transport and to receive incoming military mail via military air transport for entry into civilian postal channels;

9. Conduct postal finance services at military post offices, to include selling stamps and stamped paper; issuing domestic money orders; cashing money orders, when feasible, and providing certified, insured, and registered mail services. Remittances to the Postal Service shall be in dollars in the amounts required by the schedules of rates, fees, and charges provided by postal regulations;

10. Make periodic audits and inspections of military post offices.

B. The United States Postal Service agrees to:

1. Provide postal services for the Armed Forces at locations inside the United States, including the establishment of civilian post offices on military

installations and the usual postal finance, mail handling, carrier delivery and collection, and special delivery services consistent with United States postal laws and regulations, normal standards of the Postal Service, and changing military requirements;

2. Establish and operate postal concentration centers, as needed, for the concentration, sorting, and delivery or dispatch of military mail in accordance with requirements of the Department of Defense.

3. Process military mail in an expeditious manner while efficiently separating mail for the Armed Forces prior to delivery or dispatch;

4. Furnish information to the Department of Defense to permit proper routing of military mail prior to its entry into civilian postal channels;

5. Authorize the establishment of military post offices as branches of designated civilian post offices;

6. Extend stamp credits from designated civilian post offices to postal finance offices and other custodians of postal effects;

7. Assist the Department of Defense by informing postmasters and the public of proper addressing practices, applicable restrictions, and other military mail matters of interest.

## V. ADMINISTRATION

A. The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) shall serve as the point of contact with the United States Postal Service and shall implement and administer this agreement for the Department of Defense. The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) may enter into supplemental agreements with the United States Postal Service as may be necessary to carry out the purposes of this agreement.

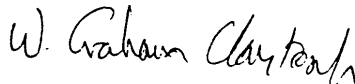
B. The Senior Assistant Postmaster General, Operations Group, shall serve as point of contact with the Department of Defense and shall implement and administer this agreement for the United States Postal Service. The Senior Assistant Postmaster General, Operations Group, may enter into supplemental agreements with the Department of Defense as may be necessary to carry out the purposes of this agreement.

VI. REVIEW AND AMENDMENT This agreement may be amended at any time by mutual agreement. It shall be reviewed every five years by the Department of Defense and the Postal Service.

VII. EFFECTIVE DATE This agreement is effective when signed by both parties, and supersedes the existing agreement dated February 2, 1959, as amended. To the extent provisions in any other agreement between the Postal Service and the Department of Defense are inconsistent with this agreement, this agreement takes precedence.

FOR THE DEPARTMENT OF DEFENSE:

FOR THE UNITED STATES POSTAL SERVICE:

  
W. GRAHAM CLAYTOR, JR.

  
WILLIAM F. BOLGER

Attachments - 1

E4.A1. Appendix A - Definitions

E4.A1. ATTACHMENT 1 TO ENCLOSURE 4

APPENDIX A - DEFINITIONS

E4.A1.1.1. ACCOUNTABLE EQUIPMENT - Postal Service equipment entrusted by an accountable postmaster to a custodian of postal effects for use at a military post office.

E4.A1.1.2. ACCOUNTABLE MAIL - A term for registered, numbered-insured, and certified mail.

E4.A1.1.3. AERIAL MAIL TERMINAL - A Department of Defense facility established at foreign airports or U.S. overseas bases to send, receive, distribute, combine, transfer, and dispatch military mail.

E4.A1.1.4. AERIAL PORT - An airfield that has been designated for air movement of personnel and material and as an authorized port for entrance or departure from the country in which it is located.

E4.A1.1.5. AIRPORT MAIL FACILITY - A Postal Service mail processing installation established to concentrate, transfer, receive, distribute, and dispatch air eligible mail.

E4.A1.1.6. ARMED FORCES - the United States post office, branch, station, or money order unit operated by employees of the Postal Service or under contract with that agency.

E4.A1.1.7. ARMY OR AIR FORCE POST OFFICE - A military post office, activated, staffed, and operated by the Department of the Army or Department of the Air Force to serve authorized organizations and personnel.

E4.A1.1.8. BULK MAIL CENTERS - Postal Service mail processing centers that comprise a nationwide system for concentration, distribution, and transportation of third and fourth class mail and second class mail without time value.

E4.A1.1.9. CIVILIAN POST OFFICE - A United States post office, branch, station, or money order unit operated by employees of the Postal Service or under contract with that agency.

E4.A1.1.10. CONTINENTAL UNITED STATES - The 48 contiguous States and the District of Columbia. Members or civilian employees of the Armed Forces

accountable for administration of the postal effects entrusted to them by the Postal Service for the operation of military post offices. Civilian custodians of postal effects are supervised by members of the Armed Forces.

E4.A1.1.11. CUSTODIANS OF POSTAL EFFECTS - Members or civilian employees of the Armed Forces accountable for administration of the postal effects entrusted to them by the Postal Service for the operation of military post offices. Civilian custodians of postal effects are supervised by members of the Armed Forces.

E4.A1.1.12. DEPARTMENT OF DEFENSE - The executive department that includes the Office of the Secretary of Defense, the Military Departments, Defense agencies, the Organization of the Joint Chiefs of Staff, and the Unified and Specified Commands.

E4.A1.1.13. FINANCIAL POSTAL CLERK - A civilian employee of the Armed Forces who receives or delivers incoming or outgoing mail and performs financial services at a military post office. Financial postal clerks are supervised by members of the Armed Forces.

E4.A1.1.14. FLEET MAIL CENTER - A facility operated by the Navy to receive, distribute, transfer, and dispatch military mail for transportation to, from, and within overseas areas.

E4.A1.1.15. FLEET POST OFFICE - A Naval activity established within the Continental United States by the Chief of Naval Operations near a Postal Concentration Center for the purpose of providing a standard mail address for forces afloat and for mobile shore-based units and activities overseas and maintaining liaison with and furnishing mail routing and dispatching information to appropriate civilian and military postal authorities.

E4.A1.1.16. MAIL CLERK - (e.g., unit mail clerk, mail orderly, consolidated mailroom clerk, Postal Service Center clerk.) A member or civilian employee of the Armed Forces, or an employee of a civilian agency, who receives or delivers incoming or outgoing mail at a civilian or military post office or designated mailroom, on behalf of a military unit or civilian agency.

E4.A1.1.17. MAIL CONTROL ACTIVITY - A civilian or military facility engaged in the handling of mail, i.e., an aerial mail terminal, airport mail facility, bulk mail center, fleet mail center, military mail terminal, or Postal Concentration Center.

E4.A1.1.18. MAIL DIRECTORY - An alphabetical listing by name of individuals served and those departed. Inside the United States, mail directories are maintained by



military units to process undeliverable military mail for personnel in a transient or temporary duty status of 180 days or less. Outside the United States, mail directories are maintained by units, military post offices and central or area postal directories to process undeliverable military mail for personnel of the command.

E4.A1.1.19. MAIL DIRECTORY SERVICE - A search of mail directory files for the name of the addressee of undeliverable military mail and endorsing each piece to show a forwarding address or reason for nondelivery.

E4.A1.1.20. MAILROOM - A facility operated by the Department of Defense for the receipt and delivery of mail for military units or other authorized organizations and agencies.

E4.A1.1.21. MILITARY DEPARTMENTS - The Departments of the Army, the Navy, the and Air Force.

E4.A1.1.22. MILITARY MAIL - Domestic and international mail which bears a military address or return address and that, at some stage in its transmission, is in the possession of the Department of Defense.

E4.A1.1.23. MILITARY MAIL TERMINAL - In the United States, a mail control activity that provides information for the in-transit processing, dispatch, and transportation of military mail addressed to overseas military post offices. Overseas, a military facility established and operated to meet the requirements of the area or overseas command to receive, distribute, relabel, dispatch, control, or regulate the flow of bulk outgoing and incoming mail.

E4.A1.1.24. MILITARY POST OFFICE - A branch of a designated United States civilian post office established by authority of the Postal Service and operated by one of the Military Departments. The term includes Army or Air Force Post Offices, Navy Post Offices, and such Coast Guard Post Offices as may be established.

E4.A1.1.25. MILITARY POSTAL CLERK - A member of the Armed Forces designated to perform postal duties.

E4.A1.1.26. MILITARY POSTAL SERVICE - The command, organization, personnel, and facilities established to provide, through military post offices, a means for the transmission of mail to and from the Department of Defense, members of the Armed Forces, and other authorized agencies and individuals.

E4.A1.1.27. NAVY POST OFFICE - A military post office activated, staffed, and operated by the Department of the Navy to serve authorized organizations and personnel.

E4.A1.1.28. POSTAL CONCENTRATION CENTER - A Postal Service facility at which military mail is concentrated for processing and delivery or dispatch.

E4.A1.1.29. POSTAL EFFECTS - All stock, funds, and accountable equipment entrusted to the Department of Defense by the Postal Service for military postal operations. Postal effects include postage stamps, stamped paper, and funds derived from their sale; blank money order forms, paid money orders, and money order funds; fees collected for special mail services; and any accountable equipment furnished by the Postal Service.

E4.A1.1.30. POSTAL FINANCE OFFICER - A custodian designated to maintain wholesale quantities of postal effects and nonaccountable equipment and supplies issued to retail custodians of postal effects, for the operation of military post offices.

E4.A1.1.31. POSTAL SERVICE - The United States Postal Service, an independent establishment of the Executive Branch of the Government of the United States, established under the authority of Title 39, United States Code, to provide postal services to the people of the United States.

E4.A1.1.32. POSTAL SERVICE CENTER - A facility operated by the Air Force for receipt and delivery of military mail.

E4.A1.1.33. UNITED STATES - The 50 States, the District of Columbia, and the territories and possessions of the United States.